Criminal History Background Check Process

If you do not have access to the internet, you may call toll-free at (877) 472-6917 to schedule an appointment. Please remember to let the scheduler know you are requesting the full national fingerprint based criminal background check. Listed below are the steps to complete the criminal history background check online:

1. Visit **www.identogo.com** and select Indiana.
2. Select "Online Scheduling."
3. Choose the language you wish to use for scheduling (English or Spanish).
4. Enter your first and last name and click "Go."
5. Select "**Bureau of Motor Vehicles**" from the drop-down and click "Go."
6. Choose the Applicant Category **"Driving Instructor"** and click "Go."
7. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map or enter a zip code to get a list of locations in a specific area. Click "Go."
8. Select "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "Next Week>>" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "Go."
9. Complete the demographic information page. Required fields are indicated by a red asterisk (*). When complete, click "Send Information."
10. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Send Information."
11. Select your method of payment. The fee is $39.45 and eCheck, Visa or MasterCard are accepted for online payments. A cashier check, money order or business check required if paying onsite.
12. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
13. Bring **one (1)** of the following with you to your fingerprinting appointment: valid driver's license, state issued identification card, valid passport, student identification card with picture and date of birth, work identification card with picture and date of birth, valid permanent resident card with picture and date of birth. If you do not have the above identification, you will need **both** a valid birth certificate and a Social Security card.
14. Arrive at the facility at your appointed date and time.
15. The enrollment officer at the site will check your identification, verify your information, verify or collect payment, capture your fingerprints and submit your data. This normally takes less than five minutes.
16. You will receive a signed receipt at the end of your fingerprinting session that can be provided to your agency for proof of fingerprinting, if needed.
17. All results will be processed and delivered to the Indiana BMV.